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Director

DEPARTMENT OF CODE ADMINISTRATION

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PP # 2012 – 11

DATE: MAY 7, 2012

TO: CODE ADMINISTRATION CUSTOMERS AND STAFF

FROM: JOHN CATLETT, DIRECTOR

SUBJECT: ENGINEERED FOUNDATION AND RETAINING WALL ANCHORING
SYSTEMS REPAIRS OF LIMITED SCOPE

This policy is intended to provide clarity and an expedited process foundation and retaining wall repair permits where the Building Official, or his designee, has determined that the normal process for Special Inspections is not required.

Foundation repairs not prescribed in the *International Residential Code* may utilize an engineered design in accordance with the *International Building Code*. The *Virginia Uniform Statewide Building Code* (USBC) mandates Special Inspections where field inspection of an engineered system requires a higher degree of structural expertise than is normally found in the local building department.

Applicability: This policy is applicable to repair of residential foundations or for basement and retaining wall anchoring systems when the required Special Inspections are limited to a single element of the project. It is not applicable to large and complex projects requiring Special Inspections of multiple elements.

The foundation repair must be designed by a Structural Engineer and/or be a proprietary system recognized by an ICC Evaluation Service (ICC-ES) or Legacy Report. All work must be performed in compliance with the ICC-ES report. New foundation drains and waterproofing systems may be included for approval as part of this submittal and inspected by the Special Inspector. However, they may also require review and approval from Transportation & Environmental Services.

Special Inspector: The Special Inspector must be qualified and competent in the engineering design principles involved and a registered design professional (RDP) in the Commonwealth of Virginia. USBC Sec. 1703.1.1 also requires that the owner or RDP in charge employ the Special Inspector. The Special Inspector may be the Structural Engineer of Record (SER) for the project but must be compensated directly by the property owner and may have no financial relationship with the contractor.

Permit Application Checklist: Two complete copies of the following information must be provided:

- ☐ A permit application listing a contractor licensed in Virginia and certified by the foundation repair system manufacturer;
- ☐ Special Inspector qualifications statement listing previous experience related to the system proposed;

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- ☐ A current ICC-ES or Legacy report for the proposed foundation system;
- ☐ A soils report or description of soil properties, including written confirmation from a RDP that the soil is adequate for the proposed installation;
- ☐ Manufacturer's cut sheets, describing installation procedures and identifying relevant project materials;
- ☐ A plan showing the number, location and spacing of the piers, and calculations based on accepted engineering principles sealed by a RDP;
- ☐ A plan showing any new foundation drainage or waterproofing systems, including manufacturer's installation data and indicating whether the City or the Special Inspector will field inspect; and
- ☐ A completed Statement of Special Inspections Short Form Letter.

Final Report: A project is complete only when the Special Inspections Final Report Short Form, including field torque logs and other data as enumerated by the manufacturer and the ICC-ES report, is submitted to and accepted by the Department of Code Administration and approved.

Statement of Special Inspections SHORT FORM

Project Address

Permit Applicant

Description of Work

Will new and/or repaired foundation drainage and waterproofing systems be inspected by the Special Inspector? ☐ Yes ☐ No
If no, then inspections must be performed by the City Office of Building and Fire Code Administration Staff prior to covering.

This Statement of Special Inspections is submitted as a condition for permit issuance in accordance with the *International Building Code* (IBC) as stated in the *Virginia Uniform Statewide Building Code* (USBC).

The Special Inspector (S.I.) shall keep records of all field inspections, and shall furnish these in a Final Report to the Building Official, appropriate registered design professionals (RDPs), Owner and Contractor at the completion of the work. All discrepancies shall be brought to the immediate attention of the Contractor for correction. If the discrepancies are not corrected, the discrepancies shall be brought to the attention of the Building Official and appropriate RDPs. Revisions to the original scope of work must be documented and submitted in the final report.

Jobsite safety is solely the responsibility of the contractor. Materials and activities to be inspected are not to include the contractor's equipment and methods used to erect or install the materials listed. **All fees/costs related to the performance of Special Inspections shall be the responsibility of the Owner.**

Special Inspector

Signature / date

Printed Name

SI Company Name

Virginia RDP Seal of S.I.

Building Official's Acceptance

Signature / date

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CITY OF ALEXANDRIA, VIRGINIA
Special Inspections Final Report
SHORT FORM

Project Address

Permit Applicant

To the best of my information, knowledge, and belief based on field inspection(s), the Special Inspections required for this project have been completed in conformance with the latest edition of the *Virginia Uniform Statewide Building Code*, approved construction documents and manufacturer's specifications. The attached field reports, as-built revisions, and installation logs, numbered _____ to _____, form a basis for and are to be considered an integral part of this final report.

Submitted,

Signature

Date

Type or Print Name

Seal of S.I.

Optional S.I. Inspection of Foundation Drains: ☐ yes ☐ no, **and Final Site Grading:** ☐ yes ☐ no

All foundation drains and/or waterproofing systems shown on the approved permit drawings or discovered during excavation for this foundation repair have been properly installed or repaired and the final grades surrounding the project have been restored to slope away from the structure, per code requirements. Copies of T&ES inspection tickets, where applicable for tie-in to storm drains, are attached.

Signature / date, if performed

Upon completion of all special inspections and testing, the S.I. shall submit this Final Report of Special Inspections to Building Official for review and approval. The Building Official review and approval of this report is required prior to final building inspection approval.

Building Official's Acceptance

Signature / date

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